



## Position Description Management (PDM)

To accomplish PDM, NASA has subscribed to **Avue Digital Services (ADS) Classification Module**, a commercial-off-the-shelf product of Avue Technologies, Inc. The NASA Process Team worked extensively with Avue to develop NASA content and to ensure that the Avue data base accurately supports NASA's work and mission.

### Automated PD Preparation:

**PDs can be easily created from scratch, using drop-down menus and content pick-lists. In addition, any classified PD in the system will be easily customizable.**

### PDM Library:

**Automated PD Library will enable HR specialists, supervisors, and managers to easily locate electronic copies of PDs on-line via the Internet.**



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### *Customer Service*

The HR Staff will work with supervisors during and after business change.

- *Successful PD development will remain a collaborative effort between supervisors and HR staff.*
- *HR knowledge and expertise is still essential for proper classification and certification*
- *Current roles in this collaboration will not change.*



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### ***PDM supports NASA business drivers by:***

- Improving the availability of classification information and responsiveness of the system to inquiries
- Improving the development and consistency of classification decisions
- Improving the efficiency of position classification and its ability to enable supervisors to operate effectively
- Improving NASA's ability to fill positions and promote employees more quickly



### ***Go Live Schedule***

Goddard Space Flight Center  
(Lead and Pilot Center).....June 25

NASA HQ and IG.....July 9

Glenn (GRC).....July 15

Stennis (SSC).....July 22

Langley (LaRC).....July 29

Marshall (MSFC).....Aug. 5

Kennedy (KSC).....Aug. 12

Ames (ARC).....Aug. 19

Johnson (JSC).....Aug. 26  
(Training August 19, 20, 21)

Dryden (DFRC)..... Sept. 3



## **Position Description Management (PDM)**

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### **Websites of Interest:**

<http://npdm.nasa.gov>

<http://npdm.nasa.gov/jsc>

[www.ifmp.nasa.gov](http://www.ifmp.nasa.gov)



## **Position Description Management (PDM)**

### **Quick Fact Sheet**

#### **Position Description Management will:**

- Create a single, streamlined, standard position description (PD) writing process across all NASA locations
- Contain significant NASA customized content
- Help NASA personnel to create new position descriptions quickly and easily
- Allow users to access and modify files